



The City of Riverside Outstanding Contribution to Local History Awards Program

Nomination Form and Instructions

Deadline for Submission: January 31st

Questions? Contact CHB Staff at (951) 826-5463 or email: egettis@riversideca.gov

TITLE 20 EXCERPT: *The City of Riverside Cultural Heritage Board shall work for the continuing education of the citizens of Riverside about the heritage of the City and its cultural resources.*

As part of its duty to educate Riverside's citizens about the City's heritage, the Cultural Heritage Board (CHB) seeks to recognize outstanding contributions to local history. The Outstanding Contribution to Local History Awards program is sponsored by the Riverside Cultural Heritage Board as a way to recognize outstanding achievements in Local History. By publicly recognizing excellent achievements, the Riverside Cultural Heritage Board strives to inspire others to contribute to local history.

We invite you to participate in this program by nominating individuals, organizations, groups or agencies that you feel are deserving of this recognition. Recipients will be recognized annually.

The CHB recognizes achievements citywide through an award program for Outstanding Individual Achievement and Outstanding Group Achievement.

Nomination Process:

The City of Riverside is divided into seven wards, each with one or more commissioners. The Cultural Heritage Board as a whole will comprise the Awards Committee.

1. Nominations are required by January 31st.
2. Nominations shall be sent to the Planning Division, CHB staff for the City of Riverside. Each complete nomination shall be sent to the CHB for final review, applying the evaluation criteria. The City Historic Preservation Officer may be consulted as needed.
3. Award recipients will be announced and presented with an award at an annual event, yet to be determined.

Nomination Eligibility:

- Any individual, group, organization, local, state or federal agency involved in history, culture, or historic preservation is eligible to compete in the Awards Program.
- Awards are primarily conferred on special accomplishments (as defined below), or substantial portion thereof, occurring within the last 3 years, ending December 31st.
- Nomination must have relevance to the City of Riverside, either the candidate(s) resides in Riverside or the candidate(s) performed the effort in Riverside.
- The CHB invites nominations for individuals and groups for accomplishments in a broad range of historical activities including, but not limited to, public programming, publications, multi-media, photography, exhibits, involvement of/with youth, community outreach, historical projects, historic preservation, restoration, survey, research, and oral history.

Nomination Evaluation Criteria:

- Nominees must demonstrate outstanding work in the selected category that has created an impact on or contributed to the understanding of City of Riverside's history.
- Nominees should have a record of long term involvement with the history of Riverside or demonstrate intense involvement with a short-term project.
- Nominations are encouraged for nominees performing unusually meritorious work. The mere fulfillment of routine functions would not meet the criteria. Action over and above the ordinary call of duty is prerequisite for an award.

Nomination Checklist:

- ☐ **Part 1:** Complete Nomination Form, including name the person or organization being nominated in the space provided. A digital format is available by contacting Planning Department CHB Staff at (951) 826-5463 , or by e-mail at egettis@riversideca.gov. Each nomination must select from one of the following categories:

1. Individual Achievement;
2. Group Achievement (For Example: Historical Society, Museum or Site; Schools, Educational Programs, Universities, or Colleges; Clubs, Organizations, Libraries, Cities, Jurisdictions, or Other Programs).

Include all contact information and a local press contact. Please include contact information for the nominator.

- ☐ **Part 2:** In 300 words or less, write a summary of why the nominee is worthy of an award. Please include a description of the person/group highlighting any special features or qualities. Use the space provided on the form, attach additional sheets as needed.

- **Part 3:** Provide supporting documentation as necessary to demonstrate the significance of the nomination.
- Additional supporting documentation may be of any length.
 - Examples of supporting documentation might include: copies of necessary interpretive material, such as a book, photographs, brochure, videotape, compact disc, website links or photographs of large interpretive displays or program activities, a curriculum vita, resumes of pertinent experience, letters of recommendation, book reviews, scholarly analysis or publications, etc.
 - Copies of other material such as news clippings or other commendations that support the case for noteworthiness may be included.

Submit complete nominations, postmarked on or before the January 31st to the address below:

Cultural Heritage Board Staff, Awards Nominations,
C/O City of Riverside Planning Division
3900 Main Street, Riverside CA 92522

Include all required documentation requested.

Email submissions can be sent to egettis@riversideca.gov. Fax submissions to 951-826-5981

PLEASE NOTE:

- Be concise.
- Nomination packets, including photographs and slides, will become the property of the CHB. Submission of photographs entitles the CHB to copy, reproduce, use and publish the photographs in promoting the awards program or history in general, with the appropriate identification of the project.
- Failure to follow all instructions may result in your nomination being dismissed.
- The CHB reserves the right to limit the number of awards.
- Questions can be directed to Cultural Heritage Board Staff at (951) 826-5463.

**The City of Riverside
Outstanding Contribution to Local History
Award Nomination Form
Deadline for nominations: January 31st**

Please complete entire nomination, printing legibly or typing legibly. Incomplete nominations will not be considered. A digital format of this form is available by contacting the A digital format is available by contacting Planning Department CHB Staff at (951) 826-5463 , or by e-mail at egettis@riversideca.gov.

PART 1:

Nominee:

Full mailing address:

Phone (____) _____, fax (____) _____, and
email: _____

Nominated for: 1. ☐ Individual Achievement 2. ☐ Group Achievement
(See the Instructions for further information)

Contact person (if nominee is an institution):

Local newspaper and full mailing address:

Nomination submitted by and returned to:

Full Mailing address:

Phone (____) _____, fax (____) _____, and
email: _____

PART 2:

Please explain, in one page or less, why this nominee should receive an award from the CHB.

Use only the space provided, do not use type sizes smaller than 10 point or photo reduction.

PART 3: Supporting Documentation. (See the Instructions for further information.)

For CHB Staff Use Only:

Reviewed by Board on (date): _____ Chair: _____

☐ Approved as submitted

☐ Rejected

☐ Further information required